A. PROGRAM MANAGER shall be responsible for providing services during Project Planning, Selection and Design Phases. These services shall include at a minimum:

1. Assisting with the selection process of Project Consultant & Engineer (A/E) and Construction Contractor (CC) firms, which includes:
   
   1.1. Developing documents for solicitations, advertisements, and defining project scope.
   
   1.2. Clerical and other assistance to coordinate procurement process.

2. Assisting in the selection, coordination, and negotiation of architectural, engineering, construction teams, including specialty Consultants. In addition, if determined by Owner, participate on committees involving the Consultants Competitive Negotiation Act (CCNA).

3. Reviewing and commenting on architectural, engineering, and construction agreements.

4. Reviewing and assisting to negotiate professional service agreements as required, including but not limited to, geotechnical, civil, material testing and surveying services.

5. Providing executive oversight, and assist OWNER with compliance as it relates to OWNER's Minority and Women-owned Business Enterprise (MWBE).

6. Preparing comprehensive program and project budgets, which includes:
   
   6.1. Monitoring project budgets and cash flow.
   
   6.2. Monitoring project budget compliance with Municipalities and any other applicable entities.

7. Reviewing and analyzing all cost estimates prepared by architectural, engineering, and construction management firms and conduct reconciliations.

8. Develop and manage cost control systems enabling monthly reconciliation of project budget.

9. Managing all contingency accounts.

10. Creating, reporting and maintaining master program and project schedules, which include:

    10.1. Developing, monitoring, and maintaining detailed design and construction delivery schedule.

    10.2. Developing, monitoring, and maintaining project milestone schedule.